



Woonsocket School District 55-4

101 N. 2nd Ave. PO Box 428

Woonsocket, SD 57385

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PROCEDURE FOR THREAT BY INDIVIDUAL IN THE SCHOOL

“Code Redmen”

If a person who is deemed a threat to person(s) in the school is in the parking lot, has entered the building, or is about to enter the building, the following procedure will be followed:

1. A report should be made to the building principal or the person in charge if the principal is absent. (Reference Chain of Command)
2. The person in charge will immediately announce “Code Redmen”
3. The person in charge will notify the other administrators in the school.
4. The person in charge will notify 911 (Note: Be as informative as possible).
5. If the person is not yet in the building, all outside entrances should be locked if it can be safely done at the time. Outside entrances should be locked immediately by the principals or maintenance staff on duty.
6. All teachers will lock their classroom door and instruct students to stay away from windows.
7. Students and teachers in the gymnasium should go to the locker rooms.
8. Students and teachers should stay away from the doors and windows.
9. Students and teachers should remain in the rooms until an announcement is made from the person in charge that it is all right to come out of your room or a person from the school or law enforcement personnel come to your room to tell you it is all right to exit.

The Sheriff will be in charge of setting up a command center if it is necessary.

The Sheriff and Fire Chief will be currently updated on the floor plans of the school.